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Rules of Procedure

of the

Joint Committee

on the Library

Adopted, April 27, 1989

ONE HUNDRED FIRST CONGRESS

U.S. HOUSE OF REPRESENTATIVES
WASHINGTON, DC 20515

U.S. GOVERNMENT PRINTING OFFICE

96-094 WASHINGTON : 1989

For sale by the Superintendent of Documents, Congressional Sales Office
U.S. Government Printing Office, Washington, DC 20402

J892-4

JOINT COMMITTEE ON THE LIBRARY

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ONE HUNDRED FIRST CONGRESS

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RULES OF PROCEDURE OF THE JOINT COMMITTEE ON THE LIBRARY

[ONE HUNDRED FIRST CONGRESS]

RULE NO. 1

GENERAL PROVISIONS

(a) The committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities.

(b) The committee is authorized to have printed and bound testimony and other data presented at hearings held by the committee.

(c) The committee shall submit to the Congress, not later than January 2 of each odd-numbered year, a report on the activities of the committee during the Congress ending at noon on January 3 of such year.

RULE NO. 2

REGULAR AND SPECIAL MEETINGS

(a) The regular meeting date of the Committee shall be the first Wednesday of every month when the Congress is in session. Additional meetings may be called by the chairman as he may deem necessary or at the request of a majority of the members of the committee. The determination of the business to be considered at each meeting shall be made by the chairman. A regularly scheduled meeting need not be held if there is no business to be considered.

(b) If the chairman of the committee is not present at any meeting of the committee the vice chairman shall preside at the meeting.

RULE NO. 3

OPEN MEETINGS

Each meeting for the transaction of business of the committee shall be open to the public except when the committee in open session and with a quorum present, determines by rollcall vote that all or part of the remainder of the meeting on that day shall be closed to the public: *Provided, However,* that no person other than members of the committee, and such congressional staff and such departmental representatives as they may authorize, shall be present in any business or markup session which has been closed to the public.

RULE No. 4

RECORDS AND ROLLCALLS

(a) The result of each rollcall vote in any meeting of the committee shall be made available for inspection by the public, including a description of the amendment, motion, order or other proposition; the name of each member voting for and against, and whether by proxy or in person, and the members present but not voting.

(b) All Committee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the member serving as chairman of the committee.

RULE No. 5

PROXIES

A vote by any member in the committee may be cast by proxy, but such proxy must be in writing and in the hands of the clerk of the committee during each rollcall in which such member's proxy is to be voted. Each proxy shall designate the member who is to execute the proxy authorization and shall be limited to a specific measure or matter and any amendments or motions pertaining thereto; except that a member may authorize a general proxy only for motions to recess, adjourn or other procedural matters. Each proxy to be effective shall be signed by the member assigning his vote and shall contain the date and time of day that the proxy is signed. Proxies may not be counted for a quorum. The member does not have to appear in person to present the proxy.

RULE No. 6

POWER TO SIT AND ACT; SUBPOENA POWER

(a) For the purpose of carrying out any of its functions and duties the committee is authorized (subject to subparagraph (b)(1) of this paragraph)—

(1) to sit and act at such times and places within the United States, whether the Congress is in session, has recessed, or has adjourned, and to hold such hearings, and

(2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memorandums, papers, and documents as it deems necessary. The chairman of the committee, or any member designated by the chairman, may administer oaths of any witness.

(b)(1) A subpoena may be authorized and issued by the committee under subparagraph (a)(2) in the conduct of any investigation or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. The power to authorize and issue subpoenas under subparagraph (a)(2) may be delegated to the chairman of the committee pursuant to such rules and under such limitations as the committee may prescribe. Authorized subpoenas shall be signed by the chairman of the committee or by any member designated by the committee.

(a) Compliance with any subpoena issued by the committee under subparagraph (a)(2) may be enforced only as authorized or directed by the Congress.

RULE NO. 7

QUORUMS

No measure or recommendation shall be considered unless a quorum of the committee is actually present. For the purposes of taking any action other than issuance of a subpoena, closing meetings, or changing the Rules of the Committee, the quorum shall be one-third of the members of the Committee. For purposes of taking testimony and receiving evidence, two Members shall constitute a quorum.

RULE NO. 8

HEARING PROCEDURES

(a) The chairman, in the case of hearings to be conducted by the committee shall make public announcement of the date, place, and subject matter at least 1 week before the commencement of that hearing unless the committee determines that there is a good cause to begin such hearing at an earlier date. In the latter event the chairman shall make such public announcement at the earliest possible date. The clerk of the committee shall promptly notify the Daily Digest Clerk of the Congressional Record as soon as possible after such public announcement is made.

(b) Unless excused by the chairman, each witness who is to appear before the committee shall file with the clerk of the committee, at least 48 hours in advance of his appearance, a written statement of his proposed testimony and shall limit his oral presentation to a summary of his statement.

(c) Committee members may question witnesses only when they have been recognized by the chairman for that purpose, and only for a 5-minute period until all members present have had an opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended only with the unanimous consent of all members present. The questioning of a witness in hearings shall be initiated by the chairman, followed by the vice chairman and all other members alternating between the chambers.

(d) The following additional rules shall apply to hearings:

(1) The chairman at a hearing shall announce in an opening statement the subject.

(2) A copy of the committee rules and this clause shall be made available to each witness.

(3) Witnesses at hearings may be accompaned by their own counsel for the purpose of advising them concerning their constitutional rights.

(4) The chairman may punish breaches of order and decorum, and of professional ethics on the part of counsel, by censure and exclusion from the hearings; and the committee may cite the offender to the Congress for contempt.

(5) If the committee determines that evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, it shall—

(A) afford such person an opportunity voluntarily to appear as a witness;

(B) receive such evidence or testimony in executive session; and

(C) receive and dispose of requests from such person to subpoena additional witnesses.

(6) Except as provided in subparagraph (a)(5), the chairman shall receive and the committee shall dispose of requests to subpoena additional witnesses.

(7) No evidence or testimony taken in executive session may be released or used in public sessions without the consent of the committee.

(8) In the discretion of the committee, witnesses may submit brief and pertinent sworn statements in writing for inclusion in the record. The committee is the sole judge of the pertinency of testimony and evidence adduced at its hearing.

(9) A witness may obtain a transcript copy of his testimony given at a public session or, if given at an executive session, when authorized by the committee.

RULE No. 9

OTHER PROCEDURES AND REGULATIONS

The chairman of the committee may establish such other procedures and take such actions as may be necessary to carry out the foregoing rules or to facilitate the effective operation of the committee.

RULE No. 10

DESIGNATION OF CLERK OF THE COMMITTEE

For the purposes of these rules the person designated staff director of the committee shall act as the clerk of the committee.

RULE No. 11

DELEGATION OF AUTHORITY TO COMMITTEE CHAIRMAN

(1) The Chairman is authorized to sign himself or by delegation all necessary vouchers and routine papers for which the committee's approval is required and to decide in the committee's behalf all routine business.

(2) The Chairman is authorized to issue, on behalf of the committee, regulations normally promulgated by the committee to the beginning of each session.

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